



Living Healthy,
Working Well

Wellness Tips

Are You Managing Time, Or Is Time Managing You?

Time—there never seems to be enough to go around. Balancing all the demands on your time can seem impossible. By learning how to manage your time effectively, you can accomplish more and feel less stressed. The key is to make the most of the time you have.

Time Management Techniques

A variety of time management techniques are available. The best method for you will depend greatly on your personality and your habits. The following steps may help you more effectively manage your time and gain a sense of control over your life:

- **Make Clear Goals** — Establish short-term, intermediate and long-term goals. Review these frequently, and update them as they change.
- **Establish Priorities** — Tasks have different values. Prioritize your goals and use this information to create an organized "To Do" list. By putting high priority items at the top of your list, you will devote the most time to what is most important.
- **Learn to Handle Distractions** — Remember to stay focused on your objectives so phone calls, visitors, or unexpected meetings don't distract you from your daily goals.
- **Follow Your Energy Cycle** — Do difficult, important tasks when you are alert and have the most energy. Save more routine chores for the times when your energy level is low.
- **Maintain a Realistic Pace** — Be realistic about what you can accomplish in a set amount of time. Set a pace that is attainable rather than impossible.
- **Manage Procrastination** — Don't avoid large or complicated projects. Try dividing these tasks into smaller, more manageable parts and tackle them one at a time.

Managing the Work-Life Transitions

Think of Mr. Rogers' routine as he returned home from work. While singing "Won't You Be My Neighbor", he changed shoes, replaced his jacket for a cardigan, and gradually shifted from his "work life" to "home life." Making an appropriate transition from work to home and vice versa can help you enjoy all aspects of your life more fully. Too often, we begin our day at work thinking about tasks waiting for us at home, or bring work issues home with us at night. The following can help you better manage daily transitions between work and home:

From Home to Work:

- *Plan ahead.* Many find it helpful to plan the next day's activities the evening before. If you have children, consider setting out clothes, packing lunches, etc. the night before to avoid last minute crises that can often erupt when you are rushed. If you have materials to bring to work the next day, lay those out in advance.
- *Establish goodbye rituals.* A consistent pattern for farewells can help you get out the door on time. Take this opportunity to discuss evening plans and when you intend on returning home.
- *Have back-up plans.* Even the most organized person will be hit with surprises from time to time. It is important that you and your family members establish back-up plans for these unexpected occurrences.

From Work to Home:

- *Leave work issues "at the office."* Rather than bringing home frustrations from the office, mentally remove yourself from work before returning home. Take the last few minutes of your work day to jot down notes of what you hope to achieve the next day, important meetings that you might have and issues that are unresolved from your current day's activities. Make sure to keep this list realistic. Setting unrealistic expectations for the day ahead will only increase your anxiety as you return home.
- *Establish returning home rituals.* Just as it is important to establish rituals for departing

home in the morning, it is equally critical to establish consistent patterns for returning home after your workday. The simple act of changing clothes is one easy way to shift from “work self” to “home self.” Exercising is another way to navigate the transition. Experiment and find out what is most successful for you.

Call Your EAP

If you or someone you care about needs help, you may wish to contact your Employee Assistance Program (EAP). EAP counselors are available 24 hours a day, every day of the week, to provide confidential assistance at no cost to you. Information, self-help tools, and other resources are also available online at www.MagellanAssist.com.

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